

## LA-UR-14-24819

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Title:	Maintenance Connection (MC) MC Tablet Hybrid Software Training for BMP Inspections
Author(s):	Smith, Shannon M.
Intended for:	Environmental Programs
Issued:	2014-06-30

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# Maintenance Connection (MC)

MC Tablet Hybrid Software Training for  
BMP Inspections

July 1, 2014

# Training objectives

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- To provide an overview of the MC Tablet Hybrid software.
- To communicate the new procedure EP-DIV-SOP-20224.
- To communicate changes in Work Order (WO) generation and distribution.
- To provide step-by-step process for electronic WO data entry for control measure inspection forms.

# What is MC Tablet Hybrid?

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- Offline windows based software option for use with MC.
- Stores a snapshot of MC.
  - Your electronic view of the WO looks like what we see in MC.
- Allows electronic data entry of WOs, which can be directly uploaded into MC.
- Panasonic Toughbooks will be used to run software.
  - Wireless capability has been disabled and can only be connected to the yellow network at any Ethernet port in TA-00 Bldg 1237 (Pueblo Complex).
  - Route Leads will be assigned a SecureDoc account and a LANL WIN domain account.

# Why Are We Using MC Tablet Hybrid?

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- Process Improvement Projects
  - 2011
    - Decrease Maintenance Cycle Time for Storm Water Control Measures
  - 2012
    - 7-Day Holding Time Sample Retrieval and Analysis Process
    - Telemetry Improvement Project
  - 2013
    - Field Based PV Charging of Automated Samplers
  - 2014
    - Work Order Data Management Process

# Work Order Data Management Process Improvement Project Overview

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- The purpose of this process improvement is to ultimately go “paperless”.
  - All prepopulated information on the hard copy form is stored in MC.
  - WOs are currently issued in MC and distributed in hard copy form.
  - During the 2014 field season WOs for a select number of Site Monitoring Areas (SMA) per Route will be issued in MC and distributed both electronically via MC Tablet Hybrid and in hard copy form.
    - Inspectors will use EP-DIV-SOP-20224 for BMP inspections at those SMAs. EP-DIV-SOP-20012 will still apply for the rest.
  - In future field seasons all WOs will be distributed electronically.

# EP-DIV-SOP-20012 to EP-DIV-SOP-20224 Changes, Page 1

SOP-20012-1 **Post-Storm Control Measure Inspection**

Work Order ID: BMP-32029 Project ID: P-BMP-3171

IP-RG-NCOM : R004 : R-SMA-2.05 Date: \_\_\_\_\_ Time: \_\_\_\_\_

Project: Tablet Hybrid BMP inspection example Name/Z#: \_\_\_\_\_

Rain Event: 6/18/2014 Name/Z#: \_\_\_\_\_

Target Date: 7/4/2014 Lead Signature: \_\_\_\_\_

Map ID: 1, R004-13-0006-08-R2.05-R3 "I confirm the information as recorded is true, accurate and complete."

Reason: MC tablet control measure maintenance test

Best Management Practice (BMP)/Control Measure	Is BMP Operating Effectively On Arrival?	Maintenance Recommended?	Is BMP correctly located on Site Map?	Describe: (continue on back if needed) 1. Note "No Action Recommended" (NAR), or identify needed maintenance, modification, repair, or replacement. 2. If needed, identify correct location of BMP(s) on Site Map. 3. If not operating effectively, describe existing or installed backup control. 4. If repair made to BMP describe.
Established Vegetation [R00402040005] . ROF EC	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No <input type="checkbox"/> Modification <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended: _____
Juniper Bales [R00406030002] . ROF SC	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No <input type="checkbox"/> Modification <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended: _____
Juniper Bales [R00406030003] . ROF SC	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No <input type="checkbox"/> Modification <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended: _____

SOP-20224-1 **Post-Storm Control Measure Inspection**

Work Order ID: BMP-32029 Project ID: P-BMP-3171

IP-RG-NCOM : R004 : R-SMA-2.05 Date: \_\_\_\_\_ Time: \_\_\_\_\_

Project: Tablet Hybrid BMP inspection example Name/Z#: \_\_\_\_\_

Rain Event: 6/18/2014 Name/Z#: \_\_\_\_\_

Target Date: 7/4/2014 Lead Signature: \_\_\_\_\_

Map ID: 1, R004-13-0006-08-R2.05-R3 "I confirm the information as recorded is true, accurate and complete."

Site Map Review, If Yes, submit altered Site Map.		
Have you changed the location of a BMP on the Site Map?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you amended the Site Map in any other way?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Control Measure Review. Note "No Action Recommended" (NAR), or describe recommended action in task comment line.		
Established Vegetation [R00402040005] is BMP Operating effectively on arrival? If no, describe existing or installed backup control. ROF EC	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended: _____
Established Vegetation [R00402040005] is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify. ROF EC	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended: _____
Established Vegetation [R00402040005] is BMP correctly located on Site Map? If no, identify correct location on Site Map. ROF EC	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended: _____
Juniper Bales [R00406030002] is BMP Operating effectively on arrival? If no, describe existing or installed backup control. ROF SC	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended: _____
Juniper Bales [R00406030002] is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify. ROF SC	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended: _____
Juniper Bales [R00406030002] is BMP correctly located on Site Map? If no, identify correct location on Site Map. ROF SC	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended: _____
Juniper Bales [R00406030003] is BMP Operating effectively on arrival? If no, describe existing or installed backup control. ROF SC	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended: _____

- Each Control measure will now have three question lines



# EP-DIV-SOP-20012 to EP-DIV-SOP-20224 Changes, Page 2

SOP-20012-1 Post-Storm Control Measure Inspection

Work Order ID: BMP-32029 Project ID: P-BMP-3171

Have you changed the location of a BMP on the Site Map?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, submit altered Site Map with this form.
Have you amended the Site Map in any other way?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, submit altered Site Map with this form.
<b>SMA/Site Review</b>	
Note "No Action Recommended" (NAR), or describe action recommended below. (continue below if needed)	
Is there evidence of floatable waste, floatable garbage, or floatable debris within the SMA that could be discharged to receiving waters?	<input type="checkbox"/> Yes <input type="checkbox"/> No No Action Recommended: <input type="checkbox"/> Action Recommended:
Is there evidence of dust generation or evidence of off-site vehicle tracking of raw, final, or waste materials or sediments?	<input type="checkbox"/> Yes <input type="checkbox"/> No No Action Recommended: <input type="checkbox"/> Action Recommended:
Is there evidence of the introduction of raw, final, or waste material to the SMA?	<input type="checkbox"/> Yes <input type="checkbox"/> No No Action Recommended: <input type="checkbox"/> Action Recommended:
Has there been an increase in erosion potential at the SMA since the last inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No No Action Recommended: <input type="checkbox"/> Action Recommended:
Mortar Impact Area [00-011(C)] Has there been an increase in erosion potential at the Site since the last inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No No Action Recommended: <input type="checkbox"/> Action Recommended:
Photo Taken?: <input type="checkbox"/> No <input type="checkbox"/> Yes Photo ID:	
Major Observations:	
Continuation Form: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Certification Statement of Authorization</b> <small>"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel correctly gathered and analyzed the information submitted. Based on my review of this document and those reports directly responsible for its preparation, I hereby certify that this document contains true and accurate information, and that I am a duly authorized representative of the organization for the purposes of this statement."</small>	

SMA Controls. Note "NAR", or describe recommended action in task comment line.

Is there evidence of floatable waste, floatable garbage, or floatable debris within the SMA that could be discharged to receiving waters?	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended:
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Los Alamos National Laboratory Page 1 of 2 for BMP-32029

SOP-20224-1 Post-Storm Control Measure Inspection

Work Order ID: BMP-32029 Project ID: P-BMP-3171

Is there evidence of dust generation or evidence of off-site vehicle tracking of raw, final, or waste materials or sediments?	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended:
Is there evidence of the introduction of raw, final, or waste material to the SMA?	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended:
Has there been a significant increase in erosion potential at the SMA since the last inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended:
Mortar Impact Area [00-011(C)] Has there been a significant increase in erosion potential at the Site since the last inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended:
Photo Taken?: <input type="checkbox"/> No <input type="checkbox"/> Yes Photo ID:		
Major Observations:		
Continuation Form: <input type="checkbox"/> Yes <input type="checkbox"/> No		

- The questions regarding map changes have moved to the first page.

# What Is The New WO Distribution Process?

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- An account in MC will be set up for each Route.
- Each Route will be assigned the following:
  - A Toughbook installed with MC Tablet Hybrid software and an executable backup batch file.
  - A flash drive that the executable batch file will be routinely saved to throughout the work day.
- Hard copy WO distribution will continue as in previous years.
- Route Leads will need to connect their Toughbook to the yellow network daily to synchronize ('sync') with MC.

# What Is The New WO Distribution Process? (Continued)

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- During the sync any WOs that have been issued in MC to the Route since the last connection will be downloaded to the Toughbook. Any work on the Toughbook that have been placed in a “completed” status will be uploaded from the Toughbook back to MC.

# Tablet Hybrid tutorial

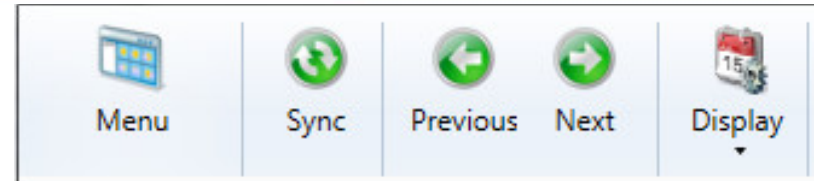
- Connect to the yellow network using open Ethernet ports in the Pueblo Complex.
- Route Leads will log in using their unique secureDoc and WIN account passwords.
- Open the Tablet Hybrid program by clicking on the shortcut icon.



*Log in using the Route's Member ID and password*

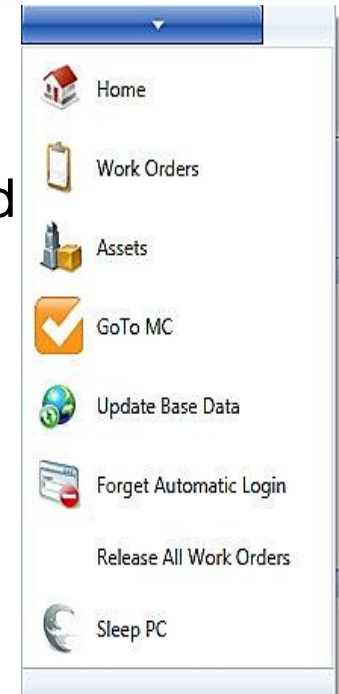
# Tablet Hybrid Home Page

- Menu: Access work order page, Asset page, Update base data, or return to Home page.
- Sync: Synchronize tablet hybrid software with Maintenance connection.
- Previous/Next: Use these buttons to scroll through calendar on Home page.
- Display: Displays WOs by either target date or assign date.
  - It is recommended to always leave this selection on target date.



# Tablet Hybrid Home Page Continued

- Menu Dropdown:
  - 'Home' will return to the calendar (home page).
  - 'Work Orders' will list all work orders currently sync'd to the device.
  - 'Assets' will go to the asset hierarchy.
  - 'Update Base Data' sync's any specification or equipment configuration changes that have occurred in MC. *This should be done on a weekly basis while connected to the yellow network.*
  - Forget Automatic login will reset the login preferences.
  - 'Release All Work Orders' will upload all work orders back to MC regardless of status.



# Work Order Details Page Crosswalk to Hard Copy

Maintenance Connection Tablet Hybrid -- v1C/73 - SSMITH

Back Set Tasks Complete Capture Signature New Labor New Material New Other Attach File

**Request Info**  
MC tablet control measure inspection example

**Work Order:** BMP-32029  
**Status:** Issued  
**Priority:** 2 (Normal)  
**Asset:** R-SMA-2.05  
R-SMA-2.05

**Details** Details Work

**Request Info**  
Problem: Name: Smith, Shannon  
Requester ID: 184219 Phone: (505) 920-9419 Email: ssmith@adelanteconsulting.com

**Categories**  
Category: BMP Customer: BMP Inspection  
Department: CAB Repair Center: BMP  
Rendija Canyon/Cabra Canyon Ind Permit BMP Insp & Maint

**Work**  
Procedure: SOP-20224-1 Storm Water Control Measures Inspection Form  
Target Hours: 1:00  
Type: RO  
Target Date: 7/4/2014

**Asset**  
In Service: ☒  
Serial:   
IP-RG-NCOM R004 R-SMA-2.05

BMP-32029 tablet version.pdf - Adobe Acrobat

File Edit View Window Help

SOP-20224-1 Post-Storm Control Measure Inspection

Work Order ID: BMP-32029  
IP-RG-NCOM : R004 : R-SMA-2.05  
Project: Tablet Hybrid BMP inspection example  
Rain Event: 6/18/2014  
Target Date: 7/4/2014  
Map ID: 1, R004-13-0006-08-R2.05-R3  
Reason: MC tablet control measure maintenance test

Project ID: P-BMP-3171  
Date: Time:  
Name/Z#:  
Name/Z#:  
Lead Signature:  
"I confirm the information as recorded is true, accurate and complete."

Click  
on the  
racecar  
icon



to open  
the  
asset  
details  
page.



# Asset Details Page Crosswalk to Hard Copy

Maintenance Connection Tablet Hybrid -- v1c73 - SSMITH

Back New WO

Asset: R-SMA-2.05  
R-SMA-2.05  
Classification: SMA  
SMA  
In Service: ☒  
Priority:

Details

General Info  
Model:  
Serial:  
Department: CAB  
Rendija Canyon/Cabra Canyon

Warrenty Info  
Manufacturer:  
Warrenty Ends:

Additional Info  
Contact:  
Operator:

Special Instructions

Customer:  
Vicinity: 1, R004-13-0006-08-R2.05-R3  
Vendor:  
License #:


Work Order ID: BMP-32029  
IP-RG-NCOM : R004 : R-SMA-2.05  
Project: Tablet Hybrid BMP inspection example  
Rain Event: 6/18/2014  
Target Date: 7/4/2014  
Map ID: 1, R004-13-0006-08-R2.05-R3  
Reason: MC tablet control measure maintenance test  
SMA/Site Review  
Note "No Action Recommended" (NAR), or describe action recommended below.  
(continue below if needed)

Project ID: P-BMP-3171  
Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Name/Z#: \_\_\_\_\_  
Name/Z#: \_\_\_\_\_  
Lead Signature: \_\_\_\_\_  
"I confirm the information as recorded is true, accurate and complete."



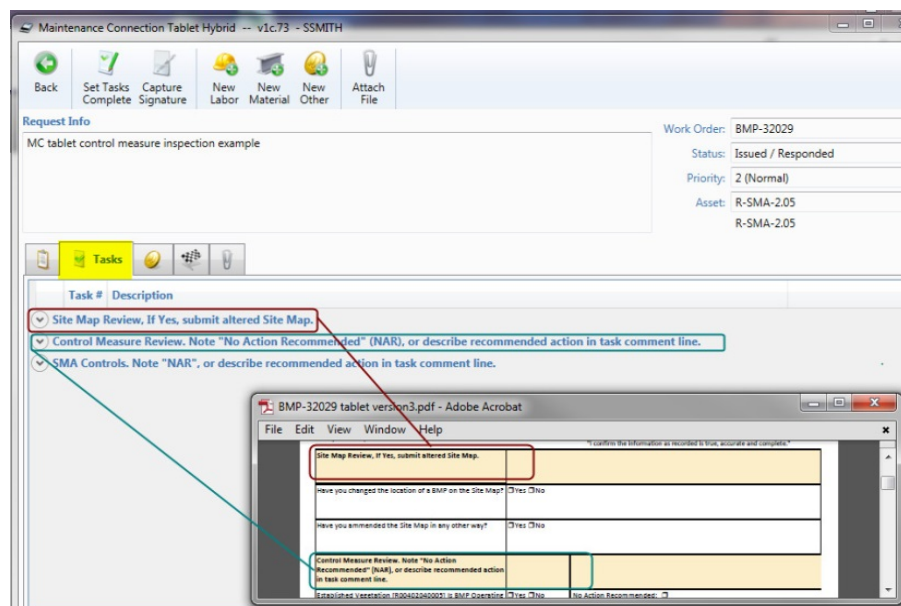
# Asset History Page


WO #	Reason	Status	Status Date	Procedure
BMP-32029	MC tablet control measure inspection example	Issued	6/24/2014	Storm Water Control Measures Inspection Form
BMP-38659	IP Rain Event on May 23, 2014 at RG-NCOM	Issued / Finalized	6/2/2014	Storm Water Control Measures Inspection Form
COMP-36760	Annual Erosion Evaluation Inspection	Closed	3/6/2014	Annual Erosion Evaluation Inspection
BMP-35486	IP Rain Event on September 12, 2013 at RG-NCOM	Closed	2/20/2014	Storm Water Control Measures Inspection Form

- Quick view of previous inspections to the Asset (SMA) including finding written in the labor report (hard copy additional notes section)
- Click on the clipboard icon for detailed view of previous work orders.
- Use the  button to return to the Asset details of the current WO.

# Work Order Tasks Overview

- Click on the Tasks tab to open the tasks.
- Each task that is on the hard copy will be displayed. Distinct tasks are displayed in alternating white/grey on the electronic version.
- Section headers on the hard copy are also section headers in MC.



Use the  button to minimize/maximize tasks within sections.

# Inspection Tasks Crosswalk – Page 1

Target Date: 7/4/2014

Map ID: 1, R004-13-0006-08-R2.05-R3

Lead Signature: \_\_\_\_\_

"I confirm the information as recorded is true, accurate and complete."

Site Map Review, If Yes, submit altered Site Map.		
Have you changed the location of a BMP on the Site Map?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you amended the Site Map in any other way?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Control Measure Review. Note "No Action Recommended" (NAR), or describe recommended action in task comment line.		
Established Vegetation [R00402040005] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control. ROF EC	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended:
Established Vegetation [R00402040005] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify. ROF EC	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended:
Established Vegetation [R00402040005] Is BMP correctly located on Site Map? If no, identify correct location on Site Map. ROF EC	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended:
Juniper Bales [R00406030002] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control. ROF SC	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended:
Juniper Bales [R00406030002] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended:

Back Set Tasks Complete Capture Signature New Labor New Material New Other Attach File

Request Info

MC tablet control measure inspection example

Work Order: BMP-32029

Status: Issued / Responded

Priority: 2 (Normal)

Asset: R-SMA-2.05

R-SMA-2.05

Tasks

Task #	Description
50	Site Map Review, If Yes, submit altered Site Map.
50	Control Measure Review. Note "No Action Recommended" (NAR), or describe recommended action in task comment line.
50	Established Vegetation [R00402040005] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.
50	Established Vegetation [R00402040005] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.
60	Established Vegetation [R00402040005] Is BMP correctly located on Site Map? If no, identify correct location on Site Map.
60	Established Vegetation [R00402040005] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.

Initials: Rating: Comments:

Readings: Initial: Final: Min: Max:

Complete Failed Initials: Rating: Comments:

Readings: Initial: Final: Min: Max:

# Inspection Tasks Data Entry Example -Page 1

Have you amended the Site Map in any other way?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Control Measure Review. Note "No Action Recommended" (NAR), or describe recommended action in task comment line.</b>		
Established Vegetation [R00402040005] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control. ROF EC	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input checked="" type="checkbox"/> Action Recommended:
Established Vegetation [R00402040005] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify. ROF EC	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input checked="" type="checkbox"/> Action Recommended:
Established Vegetation [R00402040005] Is BMP correctly located on Site Map? If no, identify correct location on Site Map. ROF EC	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input checked="" type="checkbox"/> Action Recommended:
Juniper Bales [R00406030002] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control. ROF SC	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended: <input type="checkbox"/> Juniper bale 3 is functioning as backup control
Juniper Bales [R00406030002] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify. ROF SC	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended: <input type="checkbox"/> Replacement recommended
Juniper Bales [R00406030002] Is BMP correctly located on Site Map? If no, identify correct location on Site Map. ROF SC	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended:
Juniper Bales [R00406030003] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control. ROF SC	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended:
Juniper Bales [R00406030003] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify. ROF SC	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended:
Juniper Bales [R00406030003] Is BMP correctly located on Site Map? If no, identify correct location on Site Map. ROF SC	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended:
<b>SMA Controls. Note "NAR", or describe recommended</b>		

Task #	Description
50	Control Measure Review. Note "No Action Recommended" (NAR), or describe recommended action in task comment line. Established Vegetation [R00402040005] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control. <input checked="" type="checkbox"/> Complete <input type="checkbox"/> Failed Initials: Rating: Comments: NAR Readings: Initial: Final: Min: Max:
60	Established Vegetation [R00402040005] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify. <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Failed Initials: Rating: Comments: NAR Readings: Initial: Final: Min: Max:
70	Established Vegetation [R00402040005] Is BMP correctly located on Site Map? If no, identify correct location on Site Map. <input checked="" type="checkbox"/> Complete <input type="checkbox"/> Failed Initials: Rating: Comments: NAR Readings: Initial: Final: Min: Max:
80	Juniper Bales [R00406030002] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control. <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Failed Initials: Rating: Comments: Juniper bale 3 is functioning as backup control. Readings: Initial: Final: Min: Max:
90	Juniper Bales [R00406030002] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify. <input checked="" type="checkbox"/> Complete <input type="checkbox"/> Failed Initials: Rating: Comments: Replacement recommended. Readings: Initial: Final: Min: Max:

# Inspection Tasks Crosswalk – Page 2

SMA Controls. Note "NAR", or describe recommended action in task comment line.		
Is there evidence of floatable waste, floatable garbage, or floatable debris within the SMA that could be discharged to receiving waters?	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended:

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Page 1 of 2 for BMP-32029

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SOP-20224-1      **Post-Storm Control Measure Inspection**

Work Order ID: BMP-32029      Project ID: P-BMP-3171

Is there evidence of dust generation or evidence of off-site vehicle tracking of raw, final, or waste materials or sediments?	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended:
Is there evidence of the introduction of raw, final, or waste material to the SMA?	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended:
Has there been a significant increase in erosion potential at the SMA since the last inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended:
Mortar Impact Area [00-011(C)] Has there been a significant increase in erosion potential at the Site since the last inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended:

Photo Taken?: ☐ No ☐ Yes Photo ID:

Major Observations:

Continuation Form: ☐ Yes ☐ No

Site Map Review. If Yes, submit altered Site Map.

Control Measure Review. Note "No Action Recommended" (NAR), or describe recommended action in task comment line.

SMA Controls. Note "NAR", or describe recommended action in task comment line.

150 Is there evidence of floatable waste, floatable garbage, or floatable debris within the SMA that could be discharged to receiving waters?

☐ Complete ☐ Failed Initials: Ratings: Comments:

Readings: Initial: Final: Min: Max:

160 Is there evidence of dust generation or evidence of off-site vehicle tracking of raw, final, or waste materials or sediments?

☐ Complete ☐ Failed Initials: Ratings: Comments:

Readings: Initial: Final: Min: Max:

170 Is there evidence of the introduction of raw, final, or waste material to the SMA?

☐ Complete ☐ Failed Initials: Ratings: Comments:

Readings: Initial: Final: Min: Max:

180 Has there been a significant increase in erosion potential at the SMA since the last inspection?

☐ Complete ☐ Failed Initials: Ratings: Comments:

Readings: Initial: Final: Min: Max:

190 Mortar Impact Area [00-011(C)] Has there been a significant increase in erosion potential at the Site since the last inspection?

☐ Complete ☐ Failed Initials: Ratings: Comments:

Readings: Initial: Final: Min: Max:



# Inspection Tasks Data Entry Example – Page 2

SMA Controls. Note "NAR", or describe recommended action in task comment line.		
Is there evidence of floatable waste, floatable garbage, or floatable debris within the SMA that could be discharged to receiving waters?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	No Action Recommended: <input checked="" type="checkbox"/> Action Recommended:

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Page 1 of 2 for BMP-32029

SOP-20224-1

## Post-Storm Control Measure Inspection

Work Order ID: BMP-32029

Project ID: P-BMP-3171

Is there evidence of dust generation or evidence of off-site vehicle tracking of raw, final, or waste materials or sediments?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	No Action Recommended: <input checked="" type="checkbox"/> Action Recommended:
Is there evidence of the introduction of raw, final, or waste material to the SMA?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	No Action Recommended: <input checked="" type="checkbox"/> Action Recommended:
Has there been a significant increase in erosion potential at the SMA since the last inspection?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	No Action Recommended: <input type="checkbox"/> Action Recommended: <input checked="" type="checkbox"/> Rilling observed on Slope above 00-011(c)
Mortar Impact Area [00-011(C)] Has there been a significant increase in erosion potential at the Site since the last inspection?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	No Action Recommended: <input checked="" type="checkbox"/> Action Recommended:

Photo Taken?: ☐ No ☐ Yes Photo ID:

Major Observations:

R-SMA-205

Tasks

Task #	Description
SMA Controls. Note "NAR", or describe recommended action in task comment line.	
<input type="checkbox"/> 150	Is there evidence of floatable waste, floatable garbage, or floatable debris within the SMA that could be discharged to receiving waters?
<input type="checkbox"/> Complete <input checked="" type="checkbox"/> Failed	Initials: Rating: Comments: NAR
Readings: Initial: Final: Min: Max:	
<input type="checkbox"/> 160	Is there evidence of dust generation or evidence of off-site vehicle tracking of raw, final, or waste materials or sediments?
<input type="checkbox"/> Complete <input checked="" type="checkbox"/> Failed	Initials: Rating: Comments: NAR
Readings: Initial: Final: Min: Max:	
<input type="checkbox"/> 170	Is there evidence of the introduction of raw, final, or waste material to the SMA?
<input type="checkbox"/> Complete <input checked="" type="checkbox"/> Failed	Initials: Rating: Comments: NAR
Readings: Initial: Final: Min: Max:	
<input checked="" type="checkbox"/> 180	Has there been a significant increase in erosion potential at the SMA since the last inspection?
<input checked="" type="checkbox"/> Complete <input type="checkbox"/> Failed	Initials: Rating: Comments: Rilling observed on slope above 00-011(c)
Readings: Initial: Final: Min: Max:	
<input type="checkbox"/> 190	Mortar Impact Area [00-011(C)] Has there been a significant increase in erosion potential at the Site since the last inspection?
<input type="checkbox"/> Complete <input checked="" type="checkbox"/> Failed	Initials: Rating: Comments: NAR
Readings: Initial: Final: Min: Max:	

# Completing the Work Order Crosswalk


*After you have completed data entry click the Complete tab.*

The screenshot displays the 'Maintenance Connection Tablet Hybrid' interface. The 'Complete' tab is highlighted in yellow. A red box highlights the 'Responded' field, which contains the date '6/25/2014' and the time '10:57 AM'. A blue box highlights the 'Project ID: P-BMP-3171' field. A red box highlights the 'Labor Report' section, which contains the text 'None'. A red box highlights the 'Certification Statement of Authorization' section, which contains the text 'Name of Delegated Official of Permittees: Steve Veenis' and 'Z#: 109949'.

*Only fill out the  
“Completed”  
fields if you are  
done with all  
date entry.*

# Completing the Work Order Crosswalk (Cont'd)

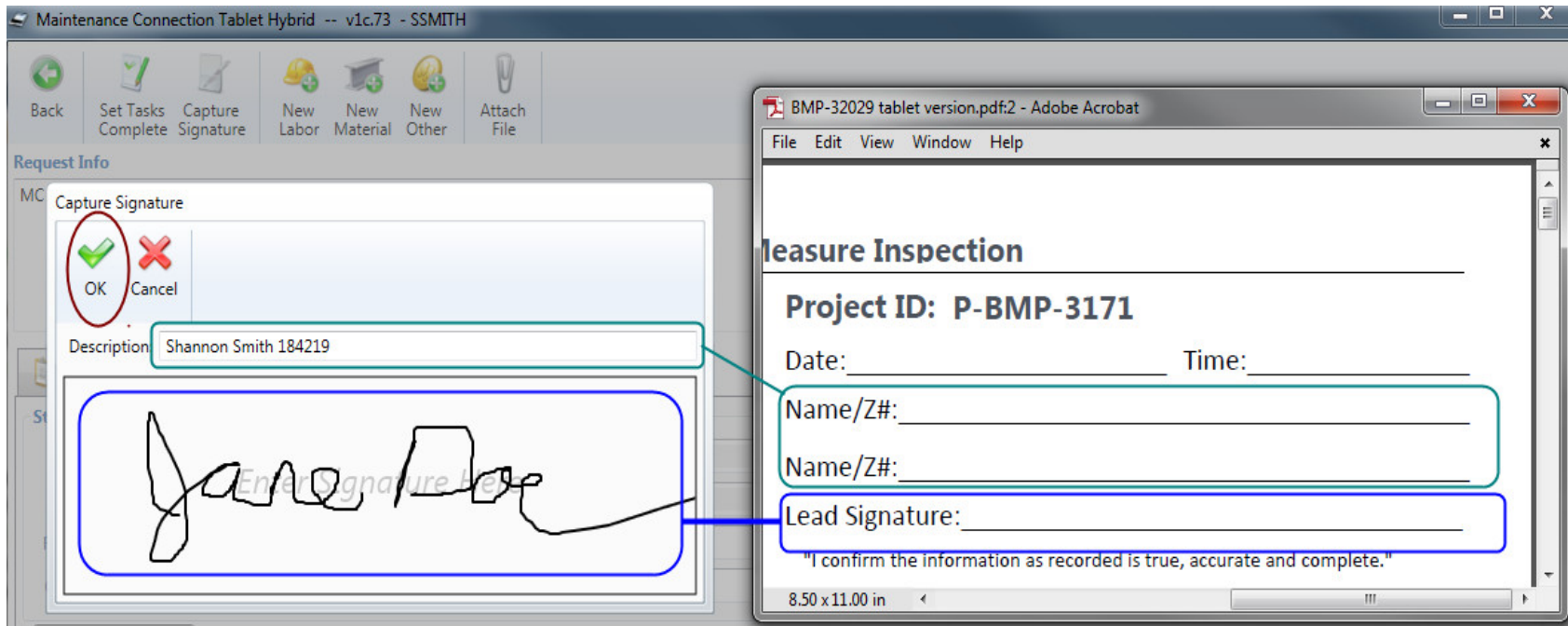
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- Click on the  buttons to auto-populate the Responded and Completed date and time fields. You can navigate through the fields to adjust as necessary.
- The “Responded” date must be the same date and time as what is written on the hard copy (i.e. date of inspection) and initials of the individual who signed the hard copy.



# Signing the Work Order

- Click the  icon to electronically sign the work order.

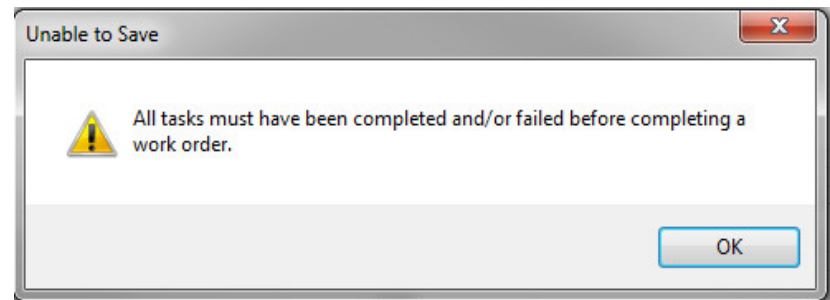



The screenshot displays the 'Maintenance Connection Tablet Hybrid' software interface. The main window shows a 'Request Info' section with a 'Capture Signature' dialog box open. The dialog box has an 'OK' button (circled in red) and a 'Cancel' button. Below the buttons, the 'Description' field contains 'Shannon Smith 184219'. A large blue rectangular area contains a handwritten signature. A blue line connects this signature to the 'Lead Signature' field in the 'Measure Inspection' form. The 'Measure Inspection' form is a separate window titled 'BMP-32029 tablet version.pdf:2 - Adobe Acrobat'. It contains the following fields: 'Project ID: P-BMP-3171', 'Date: \_\_\_\_\_ Time: \_\_\_\_\_', 'Name/Z#: \_\_\_\_\_', 'Name/Z#: \_\_\_\_\_', and 'Lead Signature: \_\_\_\_\_'. Below these fields is a statement: 'I confirm the information as recorded is true, accurate and complete.' The bottom of the form shows the dimensions '8.50 x 11.00 in'.

# Exiting the Work Order

- Click on the back button  to return to the main work order page.

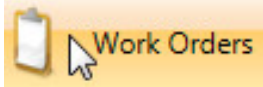
- If the work order is in “completed” status, unanswered tasks are not allowed (this includes “N/A”). If any exist you will see the following error.



- You must navigate back to the  page and finish answering tasks, then click on the back button.

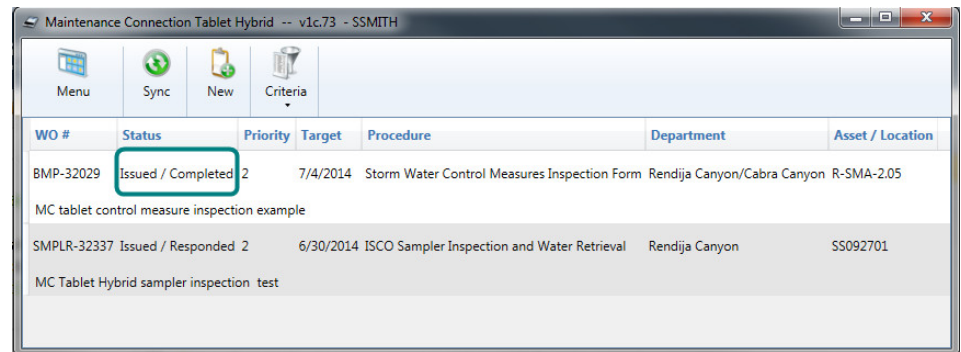
# Releasing a Work Order

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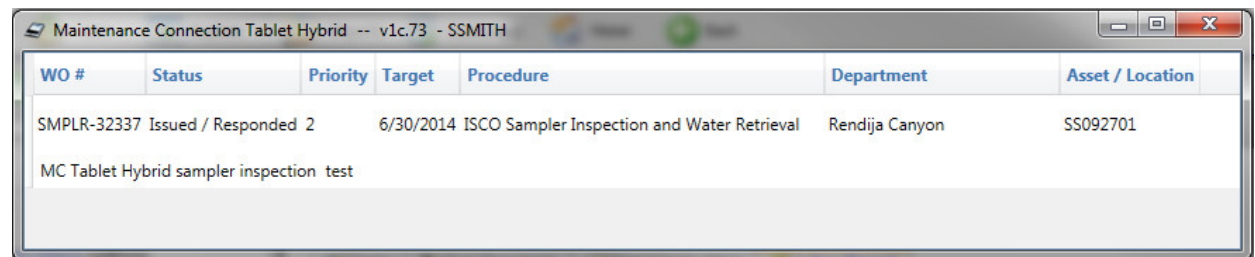
- Connect to the yellow network and navigate back to the work order page by choosing the  option from the menu dropdown.
- Confirm that only the work orders you are ready to release are in the Issued/Completed status.
  - Any work order in Issued/Completed status will be uploaded to MC during the sync.
  - Any data entry done on work orders in Issued or Issued/Responded status will sync to MC, but the work order will remain downloaded on the tablet.

# Releasing a Work Order Continued

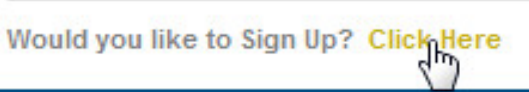
- Click the Sync button to start the data transfer.



- Close the browser window in the upper right corner to exit out of MC Tablet Hybrid.



# What's next?

- Each Route team will need to request an account in Maintenance Connection by going to:  
[http://envweb.lanl.gov/mc\\_web/onsite/default.htm](http://envweb.lanl.gov/mc_web/onsite/default.htm)
- Click on  at the bottom of the page.
- Choose ☒ **I am NOT a Member of the Maintenance Connection.** and click OK.
- The Connection Key is 'LANL'. Click OK.
- Fill out all required information on the Sign Up page.
  - The Member ID and password you choose will be used by all Route members.
  - Choose 'Ind Permit BMP Insp & Maint' from the Repair Center dropdown.
- Click OK.

# Available Resources

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- Project team members will be available to participate at inspections/during data entry.
- EP-DIV-SOP-20224 will be added to your training requirements.
- A field guide will be provided to help trouble shoot issues.